

FULL-TIME AND ADJUNCT FACULTY HANDBOOK

GLENDALÉ COMMUNITY COLLEGE
1500 North Verdugo Road
Glendale, California 91208

2009-2010

FOREWORD

This manual has been prepared for the full-time and adjunct faculties at Glendale Community College. You will find this document to be a handy reference for acquiring information about College operations which affect you and your classroom.

The manual is intended to be a permanent document, so please maintain it in a place where it will be easy to use as a reference and to update.

It is our hope that this information will prove of value to you in carrying out the smooth operation of your classroom and other professional duties at Glendale Community College. Any suggestions you have for improvement of the manual will be appreciated.

The GLENDALE COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. The Glendale Community College District does not discriminate on the basis of sex, race, color, religious creed, national origin, ancestry, physical handicap, medical condition, age, sexual orientation, or Vietnam era veterans in its employment practices. This policy of affording equal employment opportunities to all persons is in keeping with provisions of Title VII and Title IX amendments of the United States Code which protect persons against discrimination.

Glendale Community College is firmly committed to the principles of Equal Opportunity and to a set of goals and timetables for increasing the diversity of the staff and students of this College. This commitment is inherent in the training policies, staff selection, staff development, and includes a major program to ensure student access. The faculty and the staff of the College are encouraged and supported by the Board and Administration in their efforts to enhance the diversity of the campus and thus improve the instructional environment.

Glendale Community College affirms its commitment to maintain an environment for faculty, administration, staff and students that is free from discrimination and sexual harassment and will conduct a program of awareness, staff development, and vigorous enforcement to resolve complaints by employees or students in compliance with state and federal laws.

It is the policy of Glendale Community College District to maintain a drug free workplace. The unlawful use, manufacture, distribution, possession, presence, or sale of alcohol, narcotics, or any legally controlled drug is prohibited. An employee's presence on College owned property, or attendance at a College sponsored or supervised function, while under the influence of alcohol, narcotics, or other legally controlled drugs is prohibited except as expressly permitted by law.

All employees are required to comply with this policy as a condition to their continued employment. An employee convicted under a criminal drug statute for conduct in the workplace must report this conviction within five (5) days to the Associate Vice President of Human Resources.

Employees who have concerns or questions concerning discrimination, equal employment opportunities, affirmative action or sexual harassment are urged to contact the appropriate college official. Listed below are the coordinators who can be contacted:

Title IX Coordinator, Sharon Combs, AD 125, Ext. 5126, 5128
Section 504 Coordinator, (employees), Sharon Combs, AD 125, Ext. 5126, 5128
Section 504 Coordinator, (students) Joy Cook, SR Second Floor, Ext. 5450
Equal Opportunity Officer, Vicki Nicholson, SM 265, Ext. 5165
Academic Grievance, Mary Mirch, Instruction Office, AD 106, Ext. 5104

Dr. Dawn Lindsay, Interim Superintendent/President

Revised February 2010

MISSION STATEMENT

Glendale Community College is a comprehensive public community college open equally to all adults or high school graduates who can benefit from its programs and services.

Its primary mission is to prepare students for successful transfer to four-year colleges and universities or for successful placement or advancement in rewarding careers. Its mission is also to serve its surrounding community through adult non-credit education and community services courses and programs.

As part of this mission, Glendale Community College considers the following to be particularly important:

- to provide a rich and rigorous curriculum that helps students understand and appreciate the artistic and cultural heritage of this society, the history and development of civilization, the scientific environment in which they live, and the challenges of their personal lives;
- to emphasize the coherence among disciplines and promotes openness to the diversity of the human experience;
- to help students develop important skills that are critical for success in the modern workplace, such as verbal and written communication, mathematics, effective use of technology for work and research, information analysis and evaluation, problem solving, and the ability to work with others and conduct their lives with responsibility;
- to provide an extensive array of student services and learning tools, including state-of-the-art technology, to assist students in all aspects of their college experience.

For this purpose Glendale Community College maintains a supportive, non-discriminatory environment which enables students to reach their educational goals in an efficient and timely manner.

GLENDAL COMMUNITY COLLEGE FACULTY ETHICS STATEMENT

Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end, faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As educators, faculty members encourage the free pursuit of learning in their students. They hold before their students the best scholarly and ethical standards of their disciplines. Faculty members demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and mentors. Faculty members make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of student reflect each student's true merit. They respect the confidential nature of the relationship between faculty and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from students. They protect students' academic freedom.

As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty members show due respect for the opinions of others. Faculty members acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of responsibilities for the governance of the college.

As members of an academic institution, faculty members seek above all to be effective educators and scholars. Although faculty members observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institutions in determining the amount and character of work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, faculty members have the rights and obligations of other citizens. Faculty members measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for the college. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Adopted by the Academic Senate April 4, 1996

TABLE OF CONTENTS

1. DUTIES AND RESPONSIBILITIES

Instructors	1-2
Division Chairpersons	1-3
Counselors	1-4
Health Center Nurses	1-5
Librarians	1-6

2. ADMINISTRATION

ADMINISTRATION	
Board of Trustees	2-2
Superintendent/President	2-2
Associate VP, Human Resources	2-2
Equal Employment Opportunity Officer	2-2
Staff Development Officer	2-2
Workers' Compensation	2-3
Associate VP of Information and Technology	2-3
Associate Dean, Instructional Technology	2-3
IT Operations	2-3
Director of Communications	2-4
Foundation Office	2-4
Public Information Office	2-4
INSTRUCTION	
Executive VP, Instructional Services	2-4
Deans of Instructional Services	2-4
Associate Dean, Curriculum	2-5
Associate Dean of Instructional Services	2-5
Program Manager, PACE	2-5
Associate Dean, Health Sciences	2-5
Program Director-Professional Development	2-5
Associate VP of Instructional Services	
Continuing and Community Education	2-6
Associate Dean, Continuing and Community Education	2-6
CalWORKS Director	2-6
Assistant Director, CalWORKS	2-6
Associate Dean, CalWorks	2-6
STUDENT SERVICES	
Vice-President Student Services	2-6
Dean of Admissions and Records	2-6

Director of Library/Learning Resources	2-6
Library	2-6
Information Competency Program	2-7
Tutorial Center	2-7
Dean of Student Affairs	2-8
Dean of Student Services	2-8
Associate Dean, Disabled Students	2-8
Associate Dean, Student Financial Aid	2-8
Director, EOPS	2-8
Associate Dean, Health Services	2-9
Health Center Services	2-9
ADMINISTRATIVE SERVICES	
Executive VP, Administrative Services	2-9
Controller	2-9
Director of Business Services	2-9
Director of Facilities	2-10
Campus Police Chief	2-10
Senior Food Services Manager	2-10

3. SCHEDULES AND COMMUNICATIONS

Division Meetings	3-2
Academic Senate	3-2
E-Mail	3-2
Faculty Meetings	3-2
Instructor's Address/Telephone Number	3-2
Mailboxes	3-2
Meetings and Events, Required Attendance	3-3

4. INSTRUCTIONAL PROCEDURES

Policy on Academic Honesty (BP 6133)	4-2
A/V Materials and Equipment Requests	4-3
Bookstore	4-3
Campus Course Approval Process	4-3
Class Records	4-3
Classified Information	4-4
Classroom or Schedule Changes	4-4
College Credit	4-4
Copyright Laws	4-4
Credit by Examination	4-4
Credit-No Credit Classes	4-4
Curriculum and Instruction Committee	4-4
Disruptive Behavior	4-5

Duplicating Services	4-6
Equipment, Instructional, Requests	4-6
Examinations, Tests, and Quizzes	4-6
Examinations, Test Scoring Services	4-7
Field Trips	4-8
Grades	4-9
Grades, Grading Practices, Grade Reports	4-9
Grade Change Policy	4-10
IT Operations Equipment and Materials	4-10
Outside Speakers in Day Classes	4-10
Registration	4-10
Requisitioning Supplies and Equipment	4-11

5. EMERGENCY PROCEDURES

Accident Reports	5-2
Emergencies and Disasters	5-2
Fire Reports	5-2
Fire Drill	5-2
Fire and Disaster Emergency Procedures	5-3
Injury to Employee	5-3

6. PERSONNEL INFORMATION

Absence Reporting – All Faculty	6-2
Absence From District	6-2
Academic Due Process	6-2
Academic Rank	6-2
Accreditation	6-6
Activity Hour	6-6
Advertising or Selling in Class	6-6
Advisors – Student Clubs and Organizations	6-6
Check-Out Sheet (Faculty)	6-6
Campus Visitors and Minors on Campus	6-6
Class Overview	6-7
Contracts For Adjunct Faculty	6-7
Controversial Issues	6-7
Credentials	6-7
Credit Union	6-8
Custodial Services	6-8
Deductions On Salary Warrant	6-8
Division Chairperson Election Procedure	6-8
Faculty Evaluations	6-8
Faculty Service Areas	6-8
Family Medical Leave	6-9

Fingerprinting	6-10
Flex Activities – Adjunct Faculty	6-10
Flex Activities – Full Time Activities	6-11
International Education	6-11
Jury Duty and Witness Leave	6-11
Keys	6-12
Leave of Absence Requests	6-12
Library	6-12
Master Calendar Procedures	6-12
Parking	6-12
Payroll	6-13
Professional Conferences, Instructor	6-13
Sick Leave	6-13
Scholarships	6-14
Smoking, Food, Drinks	6-14
Student Activities and Organizations	6-15
Student Attendance	6-15
Requirement for TB Examination	6-15

7. BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

Academic Freedom (BP 4030)	7-2
Campus Visitors/Minors (BP 3825)	7-4
Class Overview (AR 6141.7)	7-6
Using IT Resources (AR 2240)	7-14
Evaluation Procedures (Guild – Article IX)	7-22
Employee Drug Free Workplace (AR 4020)	7-101
Faculty Service Areas (Guild XII)	7-102
Employee Referral Program (BP 2900)	7-105
Governance Policy	7-106
Grade Change Policy (BP 5190)	7-119
Sexual Harassment of Employees (AR 2700)	7-120
Professional Growth/Flex Guide (AR 4141)	7-122
Non-Hostile Education Environment	7-130
Standards of Student Conduct (AR 5420)	7-131
Student Grievances (AR 5101)	7-142
Use of Copyrighted Materials (BP 3750)	7-153
Workplace Violence (AR 3510)	7-154

8. YEARLY UPDATED PAGES

2006 – 2007 Calendar	8-2
----------------------	-----

9. CONTINUING AND COMMUNITY EDUCATION INSTRUCTORS

Certificate of Receipt	9-2
Handbook Insert	9-3
Student I.D. Cards	9-5
Attendance Materials/Student Registrations	9-5
Online Registration Instructions	9-6
Non-Credit Web Registration	9-7
Non-Credit Student Registration Form	9-12
Class Roster	9-16
School Holidays	9-25
Instructor Attendance and Absence	9-25
Sick Leave for Adjunct Faculty	9-26
Instructor's Absence Form	9-28
Additional Policies	9-29
Application for Field Trip	9-33
Dangerous Persons in the Classroom	9-35
Memo to Instructors	9-36
Map	9-37